



**Department of Health**

Division of Mental Health  
108 Cherry Street, PO Box 70.  
Burlington, VT 05402-0070  
Healthvermont.gov

[phone] 802-652-2000  
[fax] 802-652-2005  
[tty] 800-253-0191

*Agency of Human Services*

June 26, 2007

Ted J. Mable  
Executive Director  
Northwestern Counseling and Support Services  
107 Fisher Pond Road  
St. Albans, Vermont 05478

Dear Ted:

Staff from the Vermont Departments of Health and of Disabilities, Aging and Independent Living (DAIL) have reviewed your application for a Certificate of Approval (COA) and believe that additional information will be needed in order for us to proceed with the formal review of your application. What follows is a list of information we need or questions we have about your request for approval to construct your new Family Center.

1. Your financial statements identify \$350,487 for land acquisition, but Board minutes included in your application indicate that the mortgage to purchase the land had been paid off. Please clarify this discrepancy and, if necessary, provided revised financial statements that do not include this cost.
2. The space is clearly identified as a child and family space, but in your application under "The new space" you identify it as a space "dedicated to children and their needs". Yet because the space will serve elders with developmental disabilities as well as other adults, please explain how will the space be multi-generational?
3. Your application is for a 22, 000 square foot building, with 5,110 devoted to staff and operations space, 3,530 to be used by the Children's Team, 4,455 for the Family Center and 2,470 for DS Services. What will the additional space be used for?
4. In the minutes of one of the committees, staff identify the need for security measures because children and DD offenders would receive services in the same building. If this is really the case, it needs to be rethought, as designing space to be jointly used by children and offenders is imprudent. Also, given the nature of the children's services, what are their provisions for security -- for instance when an unwelcome and angry noncustodial parent arrives?
5. Under Criterion II your application states several times that this new building will co-locate "multiple providers". The only provider the application lists is NCSS, so who are the other "providers"?

6. Under Criterion IV, your application refers to your agency's "chosen contractor". Because your project involves the use of public funds, the bidding process must be open and competitive. Please assure us that you have not selected a contractor and that the bidding process will be open and competitive.
7. Has the road intersection issue been resolved? If not, what is the anticipated resolution?
8. In the minutes, you identify a \$3 million capital fund to go towards the cost of this new building, but you are only allocating \$1.464 million from your reserve? Please explain this discrepancy.
9. Please itemize a cash analysis of cost offsets resulting from the following:
  - Funds from sale of Fonda Property. When do you anticipate selling it and how will these funds be used?
  - Lease savings from Lake Road DS Services property
10. Your balance sheet does not appear to reflect the reduction of cash as a result of the working capital needed for this project. Please explain or revise financial statements as necessary.

We will look forward to receiving this information, reviewing it and determining if we have adequate information to formally review your application. Once we determine that your application is complete, the COA procedures call for us review the application and issue a decision within sixty (60) calendar days.

If you have any questions about the additional information requested above, please do not hesitate to contact me at 802-652-2012 or at [dphilib@vdh.state.vt.us](mailto:dphilib@vdh.state.vt.us) . As the coordinator of the COA review process, I will either answer your question or refer you to the appropriate person who can assist you.

Sincerely,

Dawn Philibert MSW  
Mental Health Systems Development Director

Cc Theresa Wood, DAIL  
Bill Snyder, VDH  
Charlie Biss, DMH

